



# City of NORFOLK

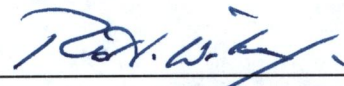
C: Dir., Department of Planning and Community Development

To the Honorable Council  
City of Norfolk, Virginia

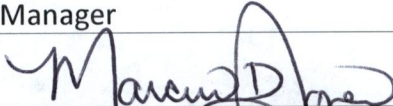
June 10, 2014

From: George M. Homewood, AICP CFM, Planning Director

Subject: **Special exception to operate an eating and drinking establishment – LeGrand by Stephen J. Marsh**

Reviewed:   
Ronald H. Williams, Jr., Assistant City  
Manager

Ward/Superward: 2/6

Approved:   
Marcus D. Jones, City Manager

Item Number:

**R-3**

- I. **Staff Recommendation:** Approval.
- II. **Commission Action:** By a vote of **6 to 0**, the Planning Commission recommends **Approval**.
- III. **Request:** To allow LeGrand to operate a restaurant serving alcoholic beverages to its customers.
- IV. **Applicant:** LeGrand by Stephen J. Marsh  
4515 Colley Avenue
- V. **Description**
  - It is in a commercial location previously occupied by a restaurant, within a small commercial building containing a barber shop and beauty salon.
  - The proposed special exception is consistent with *plaNorfolk2030*, which designates this site as commercial.
  - The site is located in a C-2 (Corridor Commercial) zoning district, which permits the proposed uses with a special exception.
  - The applicant will meet *Zoning Ordinance* requirements for off-street parking.
- VI. Staff point of contact: Chrishaun Smith at 664-4740, [chrishaun.smith@norfolk.gov](mailto:chrishaun.smith@norfolk.gov)

Attachments:

- Staff Report to CPC dated May 22, 2014 with attachments
- Proponents and Opponents
- Letter from the Highland Park Civic League
- Ordinance



# City of NORFOLK

To the City Planning Commission  
City of Norfolk, Virginia

May 22, 2014

From: Chrishaun Smith, *CA*  
City Planner I

**Subject:** Special exception to  
operate an eating and drinking  
establishment at 4515 Colley  
Avenue – LeGrand

Reviewed: Leonard M. Newcomb III, CFM *L.M.N.*  
Land Use Services Manager

**Ward/Superward:** 2/6

Approved: *[Signature]*  
George M. Homewood, AICP, CFM  
Planning Director

**Item Number:** 6

I. **Recommendation:** Staff recommends approval, considering compliance with *Zoning Ordinance* requirements and consistency with approved plans.

II. **Applicant:** LeGrand by Stephen J. Marsh  
4515 Colley Avenue

III. **Description:**  
This request would allow LeGrand to operate a restaurant with alcoholic beverages to its customers.

IV. **Analysis**

- The site is located on the west side of Colley Avenue between 45<sup>th</sup> and 46<sup>th</sup> Streets within the Highland Park Neighborhood.
- It is in a commercial location previously occupied by a restaurant, co-located with a barber shop and beauty salon.

**Plan Analysis**

- The proposed special exception is consistent with *plaNorfolk2030*, which designates this site as commercial.
- The *Central Hampton Boulevard Area Plan* identifies this site as a location for office, research, retail, or multi-unit residential.
  - The plan calls for street edges to be defined with buildings pulled to the street, human-scaled elements such as fences or outdoor seating along the rear of the sidewalk, and street trees or landscaping between the street edge and the sidewalk.
- In order to be fully consistent with *plaNorfolk2030*, a condition should be added to the special exception requiring the installation and maintenance of a fence, wall, or hedge

along the rear edge of the sidewalk fronting Colley Avenue and improved landscaping within the landscaped area between the sidewalk and the building.

**Zoning Analysis**

- The site is located in a C-2 (Corridor Commercial) zoning district, which permits the proposed uses with a special exception.

	Proposed
Hours of Operation and for the sale of Alcoholic Beverages	10:00 a.m. until 10:00 p.m. seven days a week
Seating Capacity	<ul style="list-style-type: none"> <li>• 13 seats indoor</li> <li>• 0 seats outdoor</li> <li>• 15 total capacity</li> </ul>

**Traffic Analysis**

- Institute of Transportation Engineers figures estimate that this restaurant will generate 63 new vehicle trips per day.

**Parking Analysis**

- Off-Street parking is shared amongst an eating and drinking establishment (LeGrand) and two retail service establishments (a barber shop and beauty salon).
- A parking analysis was performed to ensure that the parking requirements of both establishments will be met.
  - The building was built in 1958 without any off-street parking spaces.
  - The current parking regulations would require 12 parking spaces in order to meet *Zoning Ordinance* requirements for basic commercial uses.
  - Given the structure had a parking deficiency since the time it was built in 1958, it is now vested for 12 deficiency parking spaces.
    - The existing barber shop and beauty salon each require four parking spaces each; leaving four parking spaces available for any additional use at this site.
    - The request by LeGrand requires three parking spaces to meet *Zoning Ordinance* Requirements.
- The applicant will meet *Zoning Ordinance* requirements for off-street parking.

**V. Financial Impact**

- The property owner is current on all taxes.
- The granting of this request could increase meals tax revenue for the city.

**VI. Environmental**

- The site is located in a district surrounded by a mix of commercial, light industrial, and residential uses.

- In addition to the standard conditions applied to all ABC special exceptions, the following conditions are proposed to bring the site more into compliance with *Zoning Ordinance* and *plaNorfolk2030* requirements.
  - A fence, wall or hedge shall be installed along the Colley Avenue and 46<sup>th</sup> Street frontages where possible in order to better delineate the street edge from the sidewalk.
  - Landscaping shall be improved within the verge along the Colley Avenue frontage in accordance with regulations of the Department of Recreation, Parks, and Open Space.

**VII. Community Outreach/Notification**

- Legal notice was posted on the property on April 15.
- Letter was sent to the Highland Park Civic League on April 30.
- Letters were mailed to all property owners within 300 feet of the property on May 7.
- Notice was sent to the civic leagues by the Department of Communications and Technology on May 7.
- Legal notification was placed in *The Virginian-Pilot* on May 8 and 15.

**VIII. Coordination/Outreach**

This report has been coordinated with the Department of Planning and Community Development, Department of Recreation and Open Space, and the City Attorney's Office.

**Supporting Material from the Department of Planning and Community Development:**

- Proposed Conditions
- Location Map
- Zoning Map
- 1000' Radii Map of similar ABC Establishments with Special Exceptions
- Application
- Letter to the Highland Park Civic League

**Proponents and Opponents**

**Proponents**

Stephen Marsh  
4515 Colley Avenue  
Norfolk, VA 23508

**Opponents**

None



# **HIGHLAND PARK CIVIC LEAGUE**

824 W. 49<sup>th</sup> Street  
Norfolk, VA 23508  
highlandpark\_cl@yahoo.com

May 13, 2014

Chrishaun Smith  
City Planner I  
Land Uses Services  
City of Norfolk  
508 City Hall Building  
Norfolk, VA 23510

Re: LeGrand, 4515 Colley Avenue

Dear Mr. Smith:

On May 8, 2014, the Highland Park Civic League reviewed the Application for Adult Use Special Exception – Eating and Drinking Establishment submitted by Steve Marsh on behalf of LeGrand.

By majority vote, the civic league has no objection to the Application as presented.

If you have any questions or need any additional information, please feel free to contact me at 757-619-2880 or Wendy Hazel at 757-717-5557.

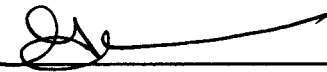
Thank you for your consideration.

T. Dale Ryder, President  
Highland Park Civic League

Form and Correctness Approved:

By   
Office of the City Attorney

Contents Approved:

By   
DEPT.

NORFOLK, VIRGINIA

## ORDINANCE No.

AN ORDINANCE GRANTING A SPECIAL EXCEPTION TO LEGRAND RESTAURANT COMPANY, LLC AUTHORIZING THE OPERATION OF AN EATING AND DRINKING ESTABLISHMENT KNOWN AS "LEGRAND" ON PROPERTY LOCATED AT 4515 COLLEY AVENUE.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a Special Exception is hereby granted to Legrand Restaurant Company, LLC authorizing the operation of an eating and drinking establishment named "Legrand" on property located at 4515 Colley Avenue. The property which is the subject of this Special Exception is more fully described as follows:

Property fronting 50 feet, more or less, along the western line of Colley Avenue and 100 feet, more or less, along the southern line of 46<sup>th</sup> Street; premises numbered 4515 Colley Avenue.

Section 2:- That the Special Exception granted hereby shall be subject to the following conditions:

- (a) The hours of operation for the establishment and for the sale of alcoholic beverages shall be from 10:00 a.m. until 10:00 p.m., seven days per week. No use of the establishment outside of the hours of operation listed herein shall be permitted.
- (b) The seating for the establishment shall not exceed 13 seats indoors, no seats outdoors, and the total occupant capacity, including employees, shall not exceed 15 people. The use authorized by this Special Exception shall not commence until a certificate of occupancy reflecting these limits has been issued by the Department of Planning.
- (c) A landscape plan shall be submitted to the Department of Recreation Parks and Open Space for review and approval. The landscaping shall be

installed and maintained in accordance with the approved plan and shall include plantings up to (4) feet in height along the inside of the sidewalk along Colley Avenue and adjacent to the property line along West 46<sup>th</sup> Street, in accordance with the Central Hampton Boulevard Area Plan.

- (d) No business license shall be issued for any new business on the property until condition (c), above, has been complied with in its entirety.
- (e) This special exception shall terminate in the event of a change in ownership of the establishment and may be revoked in the event of a change in the operation of the establishment as described in the Description of Operations set forth in "Exhibit A," attached hereto, provided that no termination in the event of a change in ownership of the establishment shall be effective until 120 days after the change or until a new special exception is granted showing the new owner, whichever is earlier.
- (f) The establishment shall maintain a current, active business license at all times while in operation.
- (g) The establishment shall remain current on all food and beverages taxes and business personal property taxes which may become due while it is in operation.
- (h) No public telephone(s) shall be permitted on the exterior of the property. Any public phone(s) on the interior of the building shall be located in an area within full view of the establishment's staff and shall not be permitted within any restroom.
- (i) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by sidewalk and portions of any parking lot adjacent to the premises regulated by the Special Exception so as to keep such areas free of litter, refuse, solid waste, and any bodily discharge.
- (j) A menu shall be provided containing an assortment of foods which shall be made available at all times the restaurant is open. A food menu and full dining



service shall be available at the bar.

- (k) The business authorized by this Special Exception shall be conducted in accordance with the Description of Operations set forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this Special Exception. Should any owner, operator, or manager desire to operate the business in a manner different than as represented in "Exhibit A," a new Special Exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of this ordinance, the conditions of this ordinance shall govern.
- (l) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this Special Exception. This Special Exception may be revoked for any violation of a general or specific condition, including a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.
- (m) Neither the establishment nor any portion of it shall be leased, let, or used to stage any private party and no outside promoter shall be permitted to use, operate, rent, or host any event on the premises.
- (n) A copy of this Adult Use Special Exception ordinance and Exhibits shall be available on site at all times for inspection, and a notice indicating that this Adult Use Special Exception ordinance and all amendments are kept on the premises and are available for review by any member of the general public shall be posted in a visible location. The notice shall also contain information on where and how to report violations of conditions and shall include the address of the zoning administrator.

Section 3:- That the City Council hereby determines that the

Special Exception granted herein complies with each of the requirements of § 25-7 of the Zoning Ordinance of the City of Norfolk, 1992 (as amended), namely that:

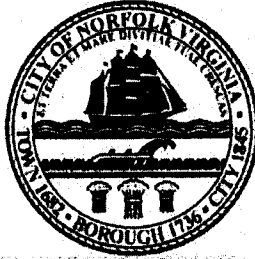
- (a) The proposed use and development will be in harmony with the objectives and policies of the adopted General Plan of Norfolk and with the general and specific purposes for which this ordinance was enacted and for which the regulations of the district in question were established;
- (b) The proposed use and development will not substantially diminish or impair the value of the property within the neighborhood in which it is located;
- (c) The proposed use and development will not have an adverse effect upon the character of the area or the public health, safety and general welfare. Conditions may be applied to the proposed use and development, as specified in section 25-8 below, to mitigate potential adverse impacts;
- (d) The proposed use and development will be constructed, arranged and operated so as not to interfere with the use and development of neighboring property in accordance with the applicable district regulations;
- (e) The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools;
- (f) The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets;
- (g) The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic features of significant importance;
- (h) The proposed use and development will not cause substantial air, water, soil or noise pollution or other types of pollution which cannot be mitigated;

- (i) The proposed use and development will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special exception uses of all types on the immediate neighborhood and the effect of the proposed type of special exception use on the city as a whole;
- (j) The proposed use and development complies with all additional standards imposed on it by the particular provisions of the ordinance authorizing such use; and
- (k) No application for a special exception shall be recommended or granted until any and all delinquent real estate taxes owed to the City of Norfolk on the subject property have been paid.

Section 4:- That this ordinance shall be in effect from the date of its adoption.

ATTACHMENT:

Exhibit A (3 pages)



**EXHIBIT "A"**  
**Description of Operations**  
**Eating and Drinking Establishment**

Date 4/3/2014

Trade name of business LEGRAND

Address of business 4515 COLLEY AVENUE

Name(s) of business owner(s)\* LEGRAND RESTAURANT COMPANY, LLC

Name(s) of property owner(s)\* HAIR BENDERS, INC.

Daytime telephone number ( 757 ) 636-6084

\*If business or property owner is partnership, all partners must be listed.

\*If business or property owner is an LLC or Corporation, all principals must be listed.

**1. Proposed Hours of Operation:**

<u>Facility</u>		<u>Alcoholic Beverage Sales</u>	
Weekday	From <u>10 am</u> To <u>10 pm</u>	Weekday	From <u>10 am</u> To <u>10 pm</u>
Friday	From <u>10 am</u> To <u>10 pm</u>	Friday	From <u>10 am</u> To <u>10 pm</u>
Saturday	From <u>10 am</u> To <u>10 pm</u>	Saturday	From <u>10 am</u> To <u>10 pm</u>
Sunday	From <u>10 am</u> To <u>10 pm</u>	Sunday	From <u>10 am</u> To <u>10 pm</u>

**2. Type of ABC license applied for (check all applicable boxes)**

☒ On-Premises      ☐ Off-Premises (additional application required)

**3. Type of alcoholic beverage applied for**

☒ Beer      ☒ Wine      ☐ Mixed Beverage

**4. Will indoor or outdoor entertainment be provided?**

(Entertainment consists of anything more than one, unamplified musician)

Yes (Different application required)      ☒ No

**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised July 2013)

**Exhibit A – Page 2**  
**Eating and Drinking Establishment**

5. Will video games, pool tables, game boards or other types of games be provided?  
Yes (If more than 4, additional application required) ☒ No

5a. If yes, please describe type and number of each game to be provided

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6. Will patrons ever be charged to enter the establishment?  
Yes ☒ No

6a. If yes, why

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- 6b. Which days of the week will there be a cover charge (circle all applicable days)?

Monday      Tuesday      Wednesday      Thursday      Friday  
Saturday      Sunday

7. Will the facility or a portion of the facility be available for private parties?  
Yes ☒ No

7a. If yes, explain

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8. Will a third party (promoter) be permitted to lease, let or use the establishment?  
Yes ☒ No

8a. If yes, explain

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9. Will there ever be a minimum age limit?  
Yes ☒ No

**Exhibit A – Page 3**  
**Eating and Drinking Establishment**

**10. Additional comments/ description/operational characteristics or prior experience:**

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**Note: If smoking is permitted, then floor plans must be submitted showing all necessary building requirements for such facility**



**Signature of Applicant**



**Legrand – 4515 Colley Avenue  
Eating and Drinking Establishment  
Conditions**

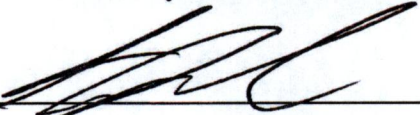
- (a) The hours of operation for the establishment and for the sale of alcoholic beverages shall be from 10:00 a.m. until 10:00 p.m., seven days a week. No use of the establishment outside of the hours of operation listed herein shall be permitted.
- (b) The seating for the establishment shall not exceed 13 seats indoors, no seats outdoors, and the total occupant capacity, including employees, shall not exceed 15 people. The use authorized by this Special Exception shall not commence until a certificate of occupancy reflecting these limits has been issued by the Department of Planning.
- (c) A landscape plan shall be submitted to the Department of Recreation Parks and Open Space for review and approval. The landscaping shall be installed maintained in accordance with the approved to plan, to include plantings up to four (4) feet in height, along the inside of the sidewalk along Colley Avenue and adjacent to the property line along West 46<sup>th</sup> Street, in accordance with the approved Central Hampton Boulevard Area Plan.
- (d) No business license shall be issued for the property until condition (c) has been met.
- (e) This special exception shall terminate in the event of a change in ownership of the establishment and may be revoked in the event of a change in the operation of the establishment as described in the Description of Operations set forth in "Exhibit A," attached hereto, provided that no termination in the event of a change in ownership of the establishment shall be effective until 120 days after the change or until a new special exception is granted showing the new owner, whichever is earlier.
- (f) The establishment shall maintain a current, active business license at all times while in operation.
- (g) The establishment shall remain current on all food and beverages taxes and business personal property taxes which may become due while it is in operation.
- (h) No public telephone(s) shall be permitted on the exterior of the property. Any public phone(s) on the interior of the building shall be located in an

area within full view of the establishment's staff and shall not be permitted within any restroom.

- (i) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by sidewalk and portions of any parking lot adjacent to the premises regulated by the special exception so as to keep such areas free of litter, refuse, solid waste, and any bodily discharge.
- (j) A menu shall be provided containing an assortment of foods which shall be made available at all times the establishment is open. A food menu and full dining service shall be available at the bar.
- (k) The business authorized by this special exception shall be conducted in accordance with the Description of Operations set forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this special exception. Should any owner, operator or manager desire to operate the business in a manner different than as represented in "Exhibit A," a new special exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of this ordinance, the conditions of this ordinance shall govern.
- (l) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this special exception. This Special Exception may be revoked for any violation of a general or specific condition, including a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.
- (m) Neither the establishment nor any portion of it shall be leased, let, or used to stage any private party and no outside promoter shall be permitted to use, operate, rent, or host any event on the premises.
- (n) Neither the establishment nor any portion of it shall be leased, let, or used by any third party to stage an event for profit. No outside promoter shall be permitted to use, operate, rent, or host any event on the premises.

- (o) A copy of this special exception ordinance and Exhibits shall be available on the premises at all times for inspection, and a notice indicating that this special exception ordinance and all amendments are kept on the premises and are available for review by any member of the general public shall be posted in a visible location. The notice shall also contain information on where and how to report violations of conditions and shall include the address of the zoning administrator.

Print Name: Stephen Marsh

Sign: 

Date: 5/14/14





**Location Map**

46TH STREET

LEGRAND

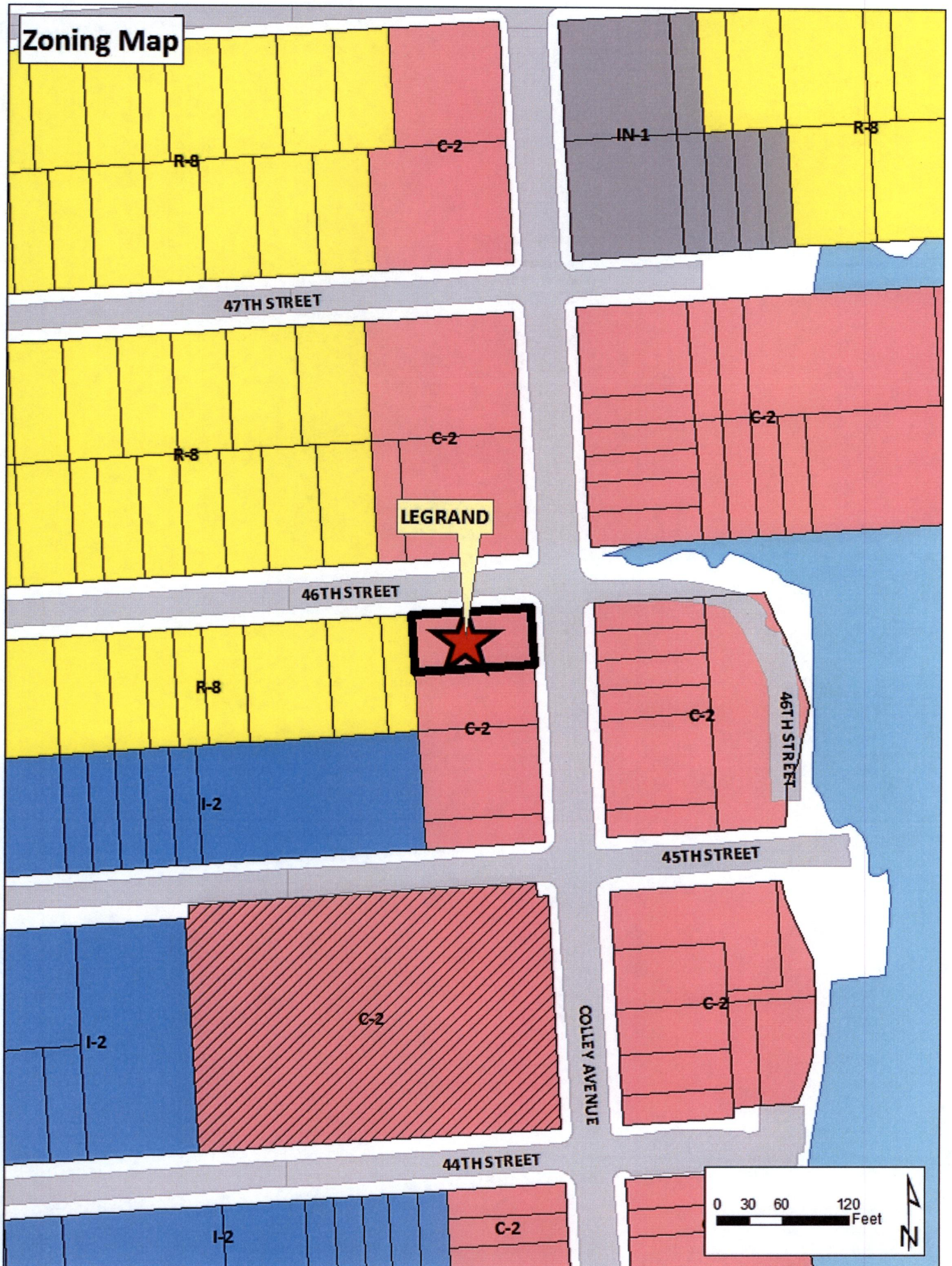


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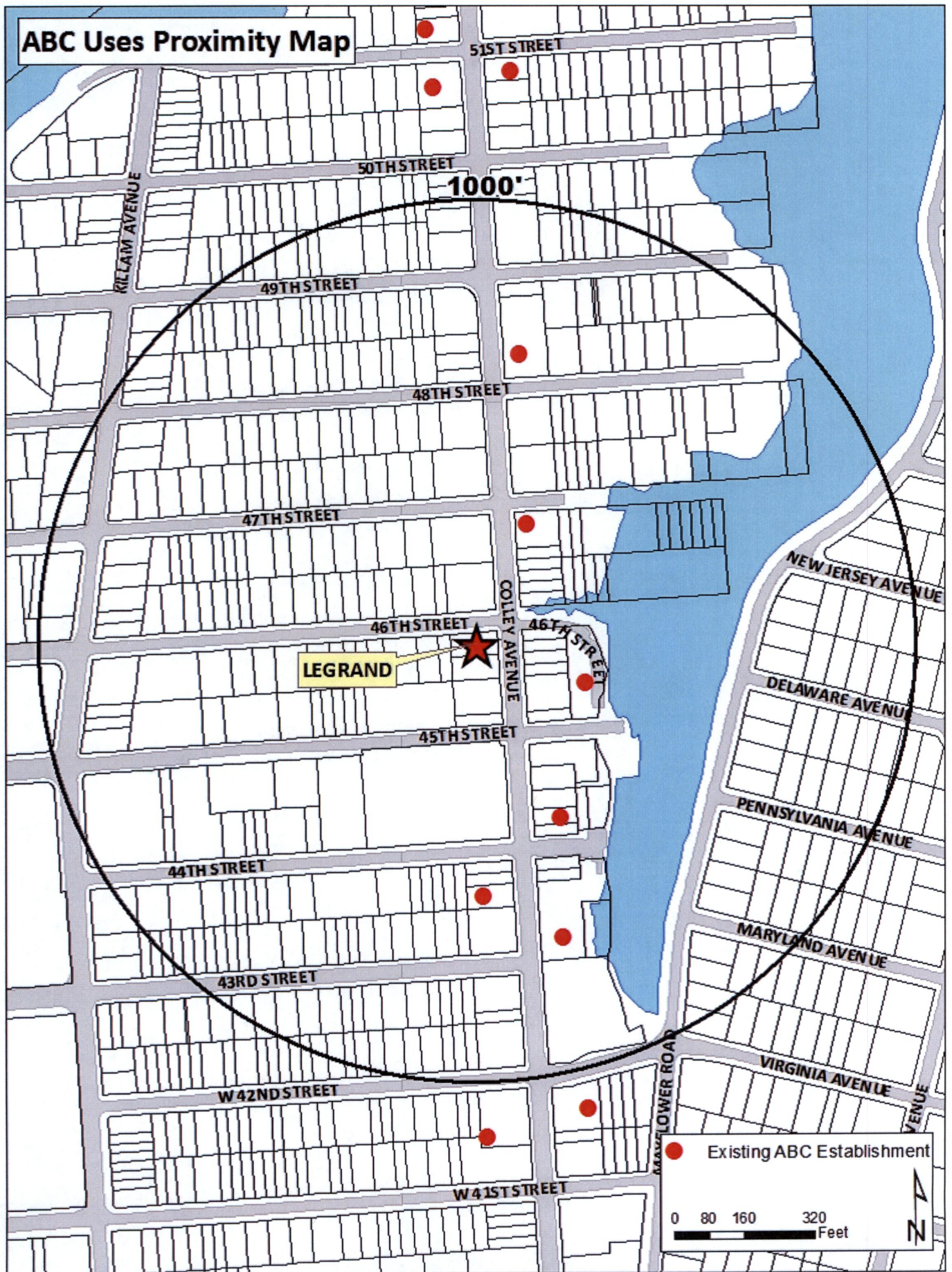


# Zoning Map

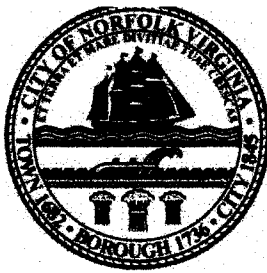




# ABC Uses Proximity Map







**APPLICATION  
ADULT USE SPECIAL EXCEPTION  
EATING AND DRINKING ESTABLISHMENT  
(Please print)**

Date 4/3/2014

**DESCRIPTION OF PROPERTY**

Address 4515 Colley Avenue

Existing Use of Property Full service restaurant

Proposed Use Full service restaurant

Current Building Square Footage 562

Proposed Building Square Footage 562

Trade Name of Business (if applicable) LEGRAND

**APPLICANT/ PROPERTY OWNER**

1. Name of applicant: (Last) MARSH (First) STEVEN (MI) J

Mailing address of applicant (Street/P.O. Box) 710 CAROLINA AVENUE

(City) NORFOLK (State) VA (Zip Code) 23508

Daytime telephone number of applicant (757) 636-6004 Fax number ( ) \_\_\_\_\_

E-mail address of applicant STEVE.MARSH.RNR@GMAIL.COM

2. Name of property owner (Last) Tomney (First) Harriet (MI) A.

Mailing address of property owner (Street/P.O. Box) 4515 Colley Ave

(City) Norfolk (State) VA (Zip Code) 23508

Daytime telephone number of owner (757) 423-3009 Fax number ( ) \_\_\_\_\_

**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**  
810 Union Street, Room 508  
Norfolk, Virginia 23510  
Telephone (757) 664-4752 Fax (757) 441-1569  
(Revised July 2013)

**CONTACT INFORMATION**

Civic League contact \_\_\_\_\_

Date(s) contacted \_\_\_\_\_

Ward/Super Ward information \_\_\_\_\_

**REQUIRED ATTACHMENTS**

- Required application fee, **\$355.00** (if check, make payable to Norfolk City Treasurer).
  - Application fee includes a non-refundable \$5 technology surcharge.
- Two 8½ inch x 14 inch (maximum size) copies of a floor plan prepared by a registered design professional drawn to scale showing seats/tables, restroom facilities, bar, ingress and egress, standing room, outdoor dining and total maximum capacity (see attached example)
- Two 8½ inch x 14 inch (maximum size) copies of a survey or conceptual site plan (required for new construction or site improvements) drawn to scale showing:
  - Existing and proposed building structures
  - Driveways
  - Parking
  - Landscaping
  - Property lines (see attached example)
- Completed Exhibit A, Description of Operations (attached)

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**CERTIFICATION**

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name: HARRIET A. JENNEY Sign: HARRIET A. JENNEY 4/4/14  
(Property Owner or Authorized Agent Signature) (Date)

Print name: STEPHEN MARSH Sign: [Signature] 4/3/2014  
(Applicant or Authorized Agent Signature) (Date)



**EXHIBIT "A"**  
**Description of Operations**  
**Eating and Drinking Establishment**

Date 4/3/2014

Trade name of business LEGRAND

Address of business 4515 COLLEY AVENUE

Name(s) of business owner(s)\* LEGRAND RESTAURANT COMPANY, LLC

Name(s) of property owner(s)\* HAIR BENDERS, INC.

Daytime telephone number ( 757 ) 636-6084

\*If business or property owner is partnership, all partners must be listed.

\*If business or property owner is an LLC or Corporation, all principals must be listed.

**1. Proposed Hours of Operation:**

<u>Facility</u>		<u>Alcoholic Beverage Sales</u>	
Weekday	From <u>10 am</u> To <u>10 pm</u>	Weekday	From <u>10 am</u> To <u>10 pm</u>
Friday	From <u>10 am</u> To <u>10 pm</u>	Friday	From <u>10 am</u> To <u>10 pm</u>
Saturday	From <u>10 am</u> To <u>10 pm</u>	Saturday	From <u>10 am</u> To <u>10 pm</u>
Sunday	From <u>10 am</u> To <u>10 pm</u>	Sunday	From <u>10 am</u> To <u>10 pm</u>

2. Type of ABC license applied for (check all applicable boxes)  
☒ On-Premises      ☐ Off-Premises (additional application required)

3. Type of alcoholic beverage applied for  
☒ Beer      ☒ Wine      ☐ Mixed Beverage

4. Will indoor or outdoor entertainment be provided?  
(Entertainment consists of anything more than one, unamplified musician)  
Yes (Different application required)      ☒ No

**Exhibit A – Page 2**  
**Eating and Drinking Establishment**

5. Will video games, pool tables, game boards or other types of games be provided?  
Yes (If more than 4, additional application required) ☒ No

5a. If yes, please describe type and number of each game to be provided

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6. Will patrons ever be charged to enter the establishment?  
Yes ☒ No

6a. If yes, why

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- 6b. Which days of the week will there be a cover charge (circle all applicable days)?

Monday      Tuesday      Wednesday      Thursday      Friday  
Saturday      Sunday

7. Will the facility or a portion of the facility be available for private parties?  
Yes ☒ No

7a. If yes, explain

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8. Will a third party (promoter) be permitted to lease, let or use the establishment?  
Yes ☒ No

8a. If yes, explain

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9. Will there ever be a minimum age limit?  
Yes ☒ No

**Exhibit A – Page 3**  
**Eating and Drinking Establishment**

**10. Additional comments/ description/operational characteristics or prior experience:**

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**Note: If smoking is permitted, then floor plans must be submitted showing all necessary building requirements for such facility**



**Signature of Applicant**

**Exhibit A – Floor Plan(s) Worksheet  
Eating and Drinking Establishment**

- Complete this worksheet based for each floor plan submitted with application.
- Floor plan must be prepared by a registered design professional and include:
  - Tables/seats
  - Restroom facilities
  - Bar
  - Ingress and egress
  - Standing room
  - Outdoor seating
  - Total maximum capacity (including employees)

**Total capacity**

**a. Indoor**

Number of seats (not including bar seats)

Number of bar seats

Standing room

2  
11  
0

**b. Outdoor**

Number of seats

0

**c. Number of employees**

2

**Total Occupancy**

**(Indoor/Outdoor seats, standing room and employees) = 15**

**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

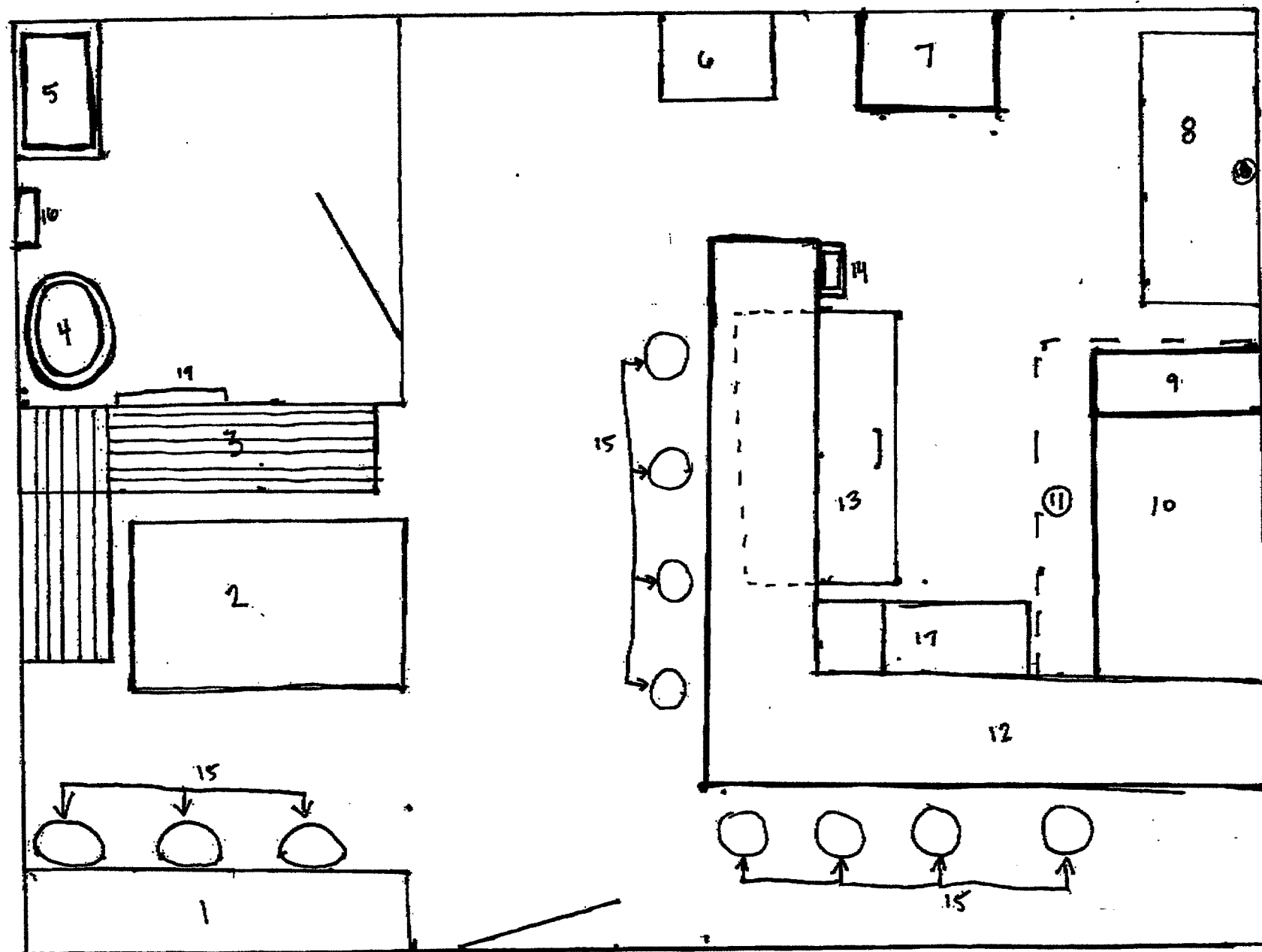
810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

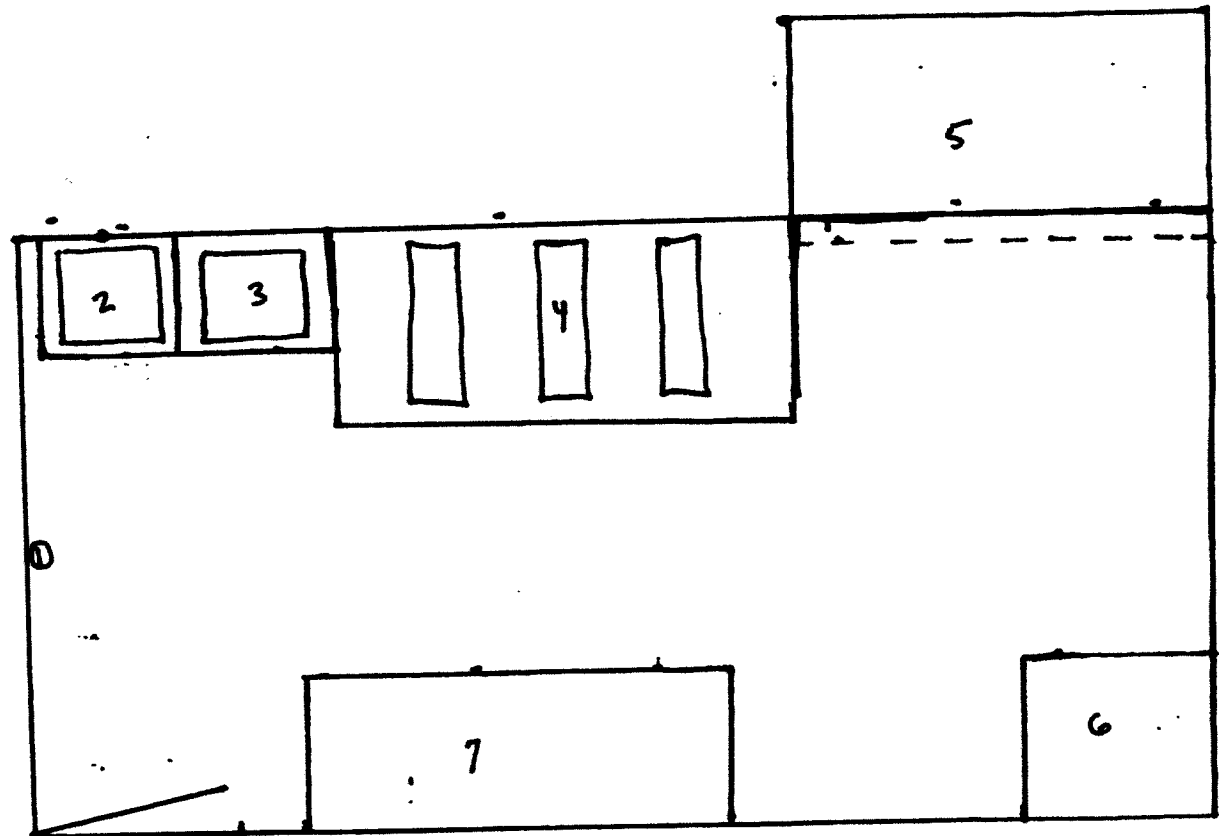
(Revised July 2013)





1. 1.5 foot lunch counter
2. Dining Table
3. Wood Benches
4. Toilet
5. Bathroom sink
6. Register Station
7. Beverage cooler
8. 5 foot prep table
9. Deep Fryer
10. warmer stove with griddle
11. 6 foot hood range
12. L shaped lunch counter
13. 5 foot sandwich unit
14. Hand basin
15. Stools
16. Paper towel dispenser
17. Prep Table with dish storage
18. Shelves for storage
19. Hoodcap rail

1. Utility Rack/Mop holder
2. Utility Sink
3. Hand basin
4. 3 compartment sink with drying counters
5. Double door refrigerator
6. Single door freezer
7. 5 foot prep table with overhead storage





# City of NORFOLK

May 1, 2014

Dale Ryder  
President, Highland Park Civic League  
824 West 49<sup>th</sup> Street  
Norfolk, VA 23508

Dear Mr. Ryder:

The Planning Department has received an application for a special exception to operate an eating and drinking establishment with alcoholic beverages on property located at 4515 Colley Avenue. This item is tentatively scheduled for the May 22, 2014 City Planning Commission public hearing.

## Summary

This request would allow LeGrand to operate a restaurant with alcoholic beverages to its customers.

	Proposed
Hours of Operation and for the Sale of Alcoholic Beverages	10:00 a.m. until 10:00 p.m. seven days a week
Seating	13 seats indoor 0 seats outdoor 15 total capacity

If you would like additional information on the request, you may contact the applicant, Stephen Marsh, at (757) 636-6304 or you may telephone me at (757) 664-4740. A copy of the complete application is enclosed.

Sincerely,

Chrishaun Smith  
City Planner I  
Land Uses Services

cc: Vanessa Seals, Senior Neighborhood Development Specialist  
[Vanessa.Seals@norfolk.gov](mailto:Vanessa.Seals@norfolk.gov) or (757) 823-4357